

During the process of settling the issues surrounding your separation or divorce, you will need to gather MANY documents. These documents will be crucial to determine your rights and obligations in a family law context. Getting organized as early as possible in the process will make your work (and your lawyer's / mediator's work) easier and less stressful.

**1. Personal Income**

- Income tax returns for the past three (3) years including
  - ✓ T1 General form
  - ✓ All schedules and attachments such as your T-4s, T-5s etc.
  - ✓ All Notices of assessment or reassessment
- Proof of salary - your most recent pay stubs (last 3) and including overtime

**2. Assets you had at the date of your separation**

- Particulars of vehicles you own (e.g. cars, boat, ski-doo, sea-doo) and confirmation of values (black book value, auto-trader or specialized websites values)
- Bank statements for any bank accounts you have for all banking institutions
- RRSP statements and other registered savings plans
- Statements of non-registered investment accounts, GIC, T-Bill, Bonds, US account etc.
- Details of stocks options – current market value of shares
- Most recent employment pension plan statement (or most detailed document available)
- Insurance policies (whole life, term, long term disability, mortgage insurance, with any “cash surrender value” statements for whole life insurance)
- Severance pay, vacation pay and sick leave

**3. Debts you had at the date of your separation**

- Most recent mortgage statements
- Credit card statements for all active credit cards and store charge cards
- Statement of lines of credit, overdraft or other credit facility on which money is still owing
- Documentation of any personal loans, bank loans or student loans owing including outstanding balances

**4. Other Important Documents**

- Original Marriage certificate issued by the province or country in which you married
- Pre-nuptial agreement, marriage contract or other agreements related to this relationship (DON'T sign any further documents until you get independent legal advice!)
- Any court orders or separation agreement relating to a prior relationship or marriage
- Value of assets, debts or property you owned BEFORE the marriage such as bank accounts, cars, bonds, RRSPs, school loans. Do NOT include any gifts you received on your wedding.

**If you own a corporation, please provide the following:**

- Corporate tax returns for the last 3 years including:
  - ✓ All schedules and attachments and information slips filed by the corporation with the Canada Revenue Agency
  - ✓ All corporation Notices of assessment or reassessment
- Year-end financial statements
- Shareholder's agreement (if more than one shareholder)

**If you own a non-incorporated business, please provide the following:**

Three years of:

- Year-end financial statements, if available. If not available;
  - Balance sheets
  - Income Statements
  - list of assets, liabilities and debts
- copies of credit applications

NOTES:

---

---

---

---

---

---